



Australian Government

SISOPLN007 Manage risk for outdoor programs

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to develop, implement and sustain effective risk management practices for outdoor recreation programs.

This unit applies to any type of organisation that delivers outdoor recreation programs including commercial, not-for-profit and government organisations.

It applies to senior personnel who work autonomously and who are responsible for making decisions at an organisational level. This includes program and logistics managers and senior leaders.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Outdoor Recreation Planning

Unit Sector

Outdoor Recreation

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Establish the context for risk management.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Interpret organisation's strategic direction or policy on risk management, in accordance with general or industry standards.
- 1.2. Identify and analyse nature and extent of program objectives and activities offered by the organisation.
- 1.3. Determine risk management context with consideration of different programs, client group characteristics and requirements for competent leaders.

- 1.4. Determine overall sources of risk to guide risk management plans and practices for programs.
 - 1.5. Identify insurance limitations and exclusions and determine effects on risk management processes.
 - 1.6. Identify whether the proposed program aligns with the organisation's risk tolerance.
2. Plan for risk management.
 - 2.1. Identify, interpret and select appropriate and contemporary risk management models to suit organisational requirements.
 - 2.2. Investigate and identify all sources of foreseeable risks associated with design and delivery of the program in consultation with relevant stakeholders.
 - 2.3. Ensure identification of human risk factors relevant to dependent participants in outdoor recreation activities.
 - 2.4. Account for risks presented by third party provider and requirements asked by them.
 - 2.5. Analyse risks, determine levels and acceptable and unacceptable risks and document in consultation with relevant stakeholders.
 - 2.6. Identify risk treatment options, and select preferred risk management methods in consultation with relevant personnel.
 - 2.7. Document and present risk management plan for approval by relevant personnel and other parties as required; modify and finalise as required.
3. Develop resources and communicate to personnel and clients.
 - 3.1. Develop hazard identification and risk assessment templates for program activities.
 - 3.2. Identify organisational requirements for pre-activity participant safety briefings.
 - 3.3. Develop and provide program risk communication documents for client and participants.
 - 3.4. Develop and provide participant waivers or informed consents in consultation with relevant personnel or with appropriate legal advice.
 - 3.5. Incorporate requirements of third party provider into all resources for clients and personnel.
 - 3.6. Establish and implement induction or training to inform activity leaders about organisational risk management practices and documents.
4. Manage and evaluate risk management practices.
 - 4.1. Determine staffing requirements for program activities and allocate suitable personnel for management of risk.
 - 4.2. Monitor leader and participant compliance with program risk management practices.

- 4.3. Review incident reports and analyse causal factors.
- 4.4. Track incidents, collate and analyse incident trends and report findings.
- 4.5. Review risk management practices and initiate change in practices to achieve reduced incidents.
- 4.6. Communicate the outcomes of evaluation to relevant stakeholders.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	interpret complex and potentially unfamiliar materials describing policies and standards for risk management.
Writing skills to:	develop comprehensive risk management plans and operational documents using language easily understood by clients, participants and staff.
Oral communications skills to:	explain legal and conceptual information to a full range of outdoor recreation personnel using language easily understood.
Numeracy skills to:	score the level of risk and calculate overall risk level for hazards.
Self-management skills to:	- take responsibility for risk management planning from initiation through to evaluation - critically evaluate successes and failures of practices to initiate improvements.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume Implementation Guides -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b>

Assessment Requirements for SISOPLN007 Manage risk for outdoor programs

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- develop and document two different risk management plans for two different programs; these could involve different activities or different sites for the same type of activity
- for each of the above plans incorporate the following documents:
 - emergency management plan
 - critical incident plan
 - hazard identification, risk assessment and control templates
 - risk communication information for client and participants
 - guidelines for pre-activity participant safety briefings
- utilise options provided in Assessment Conditions to:
 - develop and deliver a presentation to communicate foreseeable program risk and benefits
 - provide a group briefing, for one of the above programs, to explain the risk management plan and all documents to a team of three leaders who will deliver the activities
 - collate, analyse and report on incident data, trends and causal factors for a program of activities
 - review and adapt risk management practices based on analysis.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- for outdoor recreation organisations, general and industry risk management standards relevant to program planning to include:
 - current Australian risk management standards
 - Australian Adventure Activity Standards and Good Practice Guides
- components, inclusions and format of risk management programs and plans for outdoor recreation organisations:
 - risk management plan
 - emergency management plan
 - critical incident plan

- field practices documentation
- hazard identification, risk assessment and control templates
- decision making models
- risk communication information documents for client and participants
- participant waivers and informed consents
- typical insurance policy limitations and exclusions provided to outdoor recreation operators
- risk factors relevant to outdoor recreation programs and activities and how these can impact on the risk management planning process:
 - specific participant characteristics
 - staffing
 - location specific
 - environment
 - activity specific including equipment
- considerations for staffing requirements in the risk management process to include
 - current competence, skills, knowledge experience relevant to program
 - level of support available for program
 - capacity to operate independently
- general risk management requirements of third party provider
- format and inclusions of a range of hazard identification and risk assessment templates
- contemporary risk management models used in outdoor recreation:
 - domino theory (chain of sequential events)
 - Swiss cheese
 - human factors (people, place, personal protective equipment)
 - systems analysis
 - incident, injury and fatality prevention
- importance of consultation and communication at every stage of the risk management cycle
 - involvement of stakeholders and clients in risk management plans
 - involvement of personnel in identifying hazards, assessing risk and determining control measures
 - communicating risk to staff and clients
- typical incident data captured by outdoor recreation operators:
 - date, time, weather, exact location
 - age and gender of participant
 - size of group
 - staff profiles
 - witness reports
 - nature of incident, near miss or injury
 - narrative description of what happened
 - first aid and or advanced medical care actions.

Assessment Conditions

Assessment must ensure use of:

- team members with whom the individual can interact for consultation; these can be:
 - team members in an industry workplace, or
 - people who participate in simulated activities during assessment
- comprehensive information about the operation of a real or simulated outdoor recreation organisation to determine its characteristics for the development of tailored risk management practices for outdoor programs
- actual workplace incident data, or data for a simulated organisation to allow for evaluation of an organisation's risk management performance and adaptation of practices
- computers and general software programs used to produce system documents
- template or sample:
 - risk management plans
 - emergency management plans
 - critical incident plans
 - hazard identification, risk assessment and control documents
 - risk information documents for client and participants
 - participant waivers and informed consent
- industry standards or codes of practice including Australia Adventure Activity Standards and Good Practice Guides.

Assessors must satisfy the Standards for Registered Training Organisations requirements for assessors, and:

- have a collective period of at least three years' experience with an organisation providing recreational programs where they have applied the skills and knowledge covered in this unit of competency; the three years' experience can incorporate full and or part time experience.

Links

Companion Volume Implementation Guides -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b>